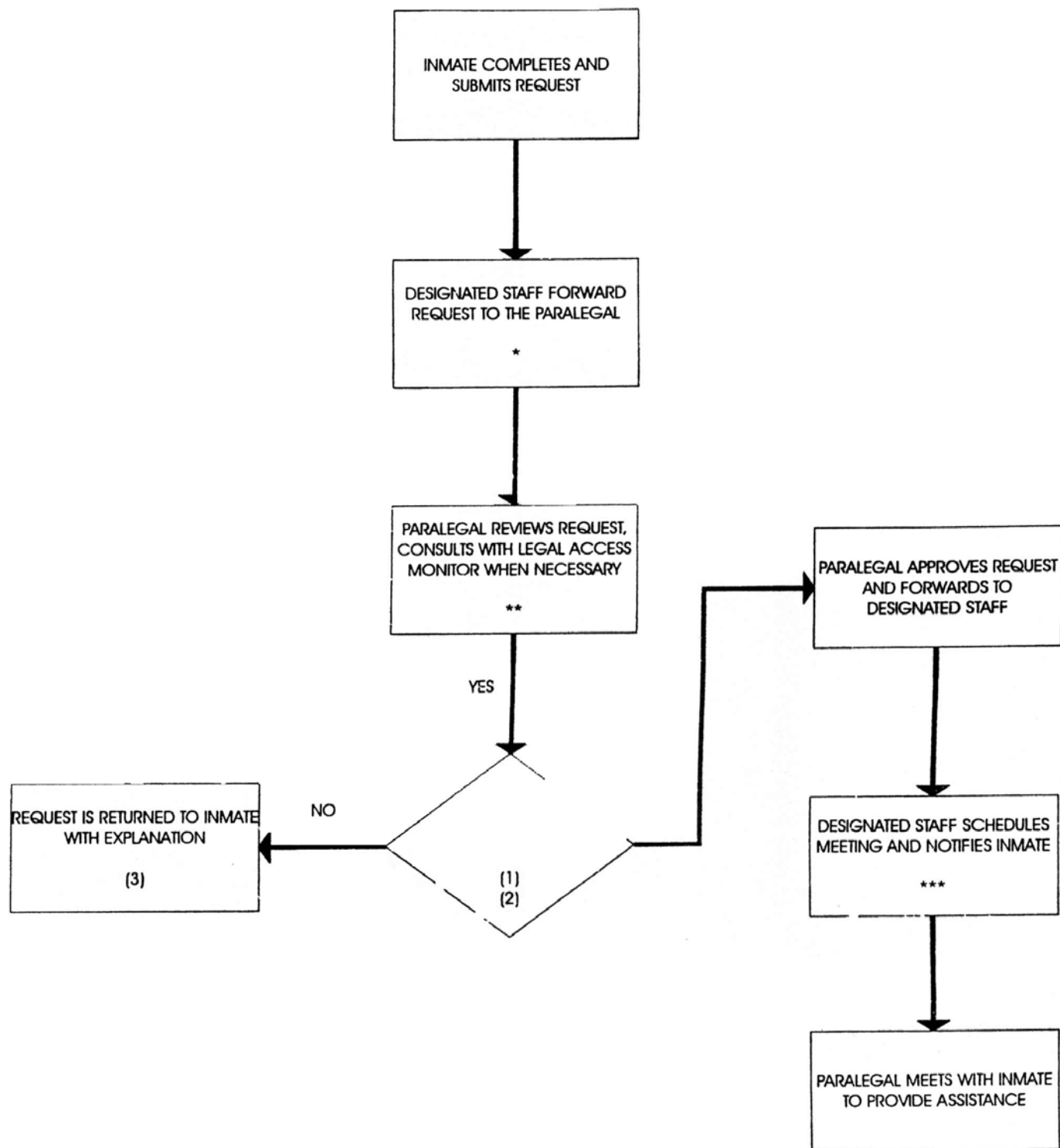


## PARALEGAL ASSISTANCE REQUEST PROCESS



(1) Qualified Legal Claim at the initial filing stage

(2) If the Paralegal is unsure whether issue meets the criteria he/she will request a preliminary meeting with the inmate to discuss the issue prior to approving or denying the request.

(3) See DO 902, section 902.07, Non-Qualified/Non-Legal Claims.

\* Copy of form to inmate

\*\* Paralegal keeps copy of form

\*\*\* Copy of form to inmate, Paralegal, file and Legal Access Monitor